



Personnel Administration

Process Hiring for Board or Commission Members



Hire - Board or Commission Member

Personnel action type Hire Board or Commission Member in transaction code PA40 shall be used only for hiring a board or commission member who is NOT a state employee.

The roles authorized to use the Hire Board or Commission Member personnel action are Agency Personnel management and State Personnel Management. Only those agencies with a board or commission listed in Arkansas Code Annotated §25-16-903, §25-16-904, and §25-16-905 may access this action type.

You must create an Infotype 9554 record on all board or commission members, even if you do not intend to pay them a stipend. This infotype is used for record tracking and is crucial to this process.



Process Hiring Objectives

By the end of this chapter, you will be able to:

- Process Hire Action for Board & Commission Members



Exercise Scenario #1

- Your agency has the responsibility of hiring a person for the Board of Health. They are NOT a current employee with the State of Arkansas. It is your role to hire this member in AASIS.



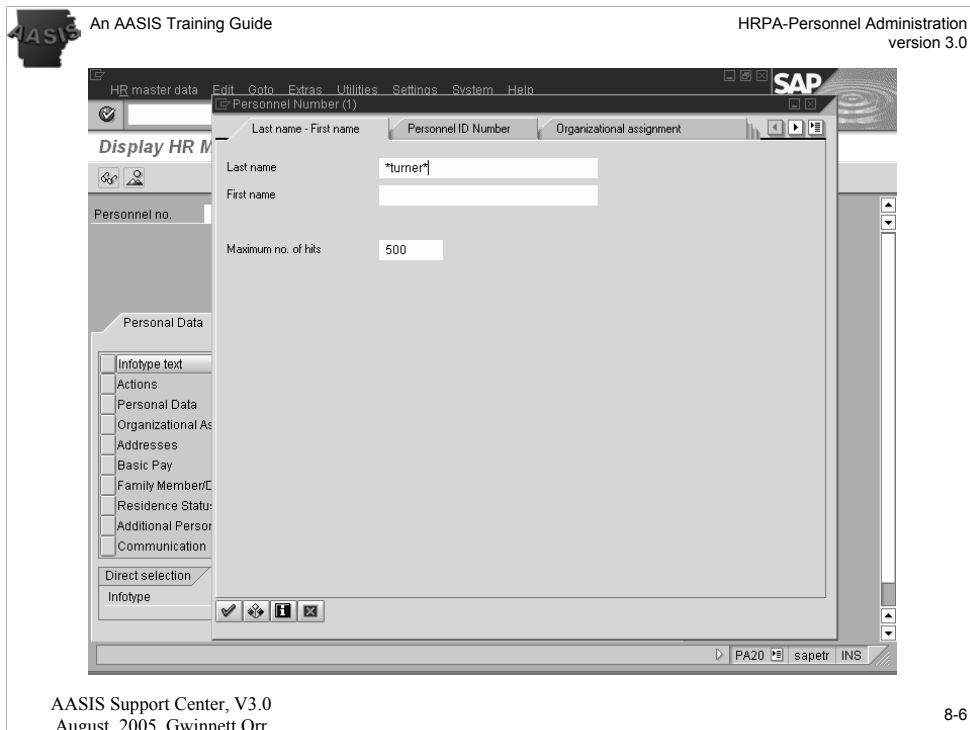


Demonstration

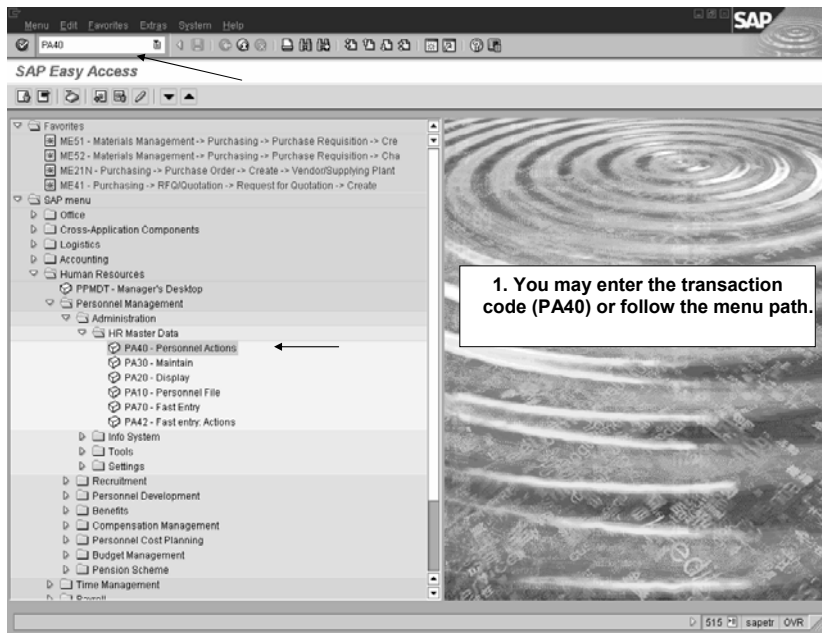
Personnel Actions - Hire

Human Resources > Personnel Management >
Administration > HR Master Data > Personnel Actions (PA40)





Note: Before you begin this process, the hiring agency should check to see if this person is a current state employee by using the available search functions. **For more information on how to perform a search refer to Troubleshooting Note # 1.** You may also contact OPM/State Payroll Systems and request a search of all participating AASIS agencies for previous employment. Also, the hiring agency should verify the board or commission member's social security number, permanent address information, bank information and W4/W5 information.





Entering a New Hire Board or Commission Member

The screenshot shows the SAP Personnel Actions screen. The title bar includes 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Personnel Actions'. Below the title bar, there is a search bar with 'Personnel no.' and 'From' fields. A list of action types is displayed, including 'Hire', 'Hire Board or Commission Member', 'Retire', 'Re-employment of Retiree', 'Change in Pay/Posn Attributes', 'Transfer', 'Promotion/Demotion', 'DROP', 'LWOP - Inactive Status', 'Return from Leave', 'Termination', 'Retirement', 'Concurrent Employment', and 'Terminate Concurrent Empl.'. The 'Hire Board or Commission Member' option is highlighted. Annotations with arrows point to specific fields: '4. execute' points to the search bar, '2. Enter start date' points to the 'From' field, and '3. Select Hire Board or Commission Member' points to the highlighted option in the list.

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Personnel Actions: This is the initial screen to begin the hiring process.

Do not enter a number in the “Personnel no.” field. This number will generate automatically from the system. Verify the date of hire to make sure it is correct before you save this screen.



Entering a New Hire Board or Commission Member

5. Click on drop down

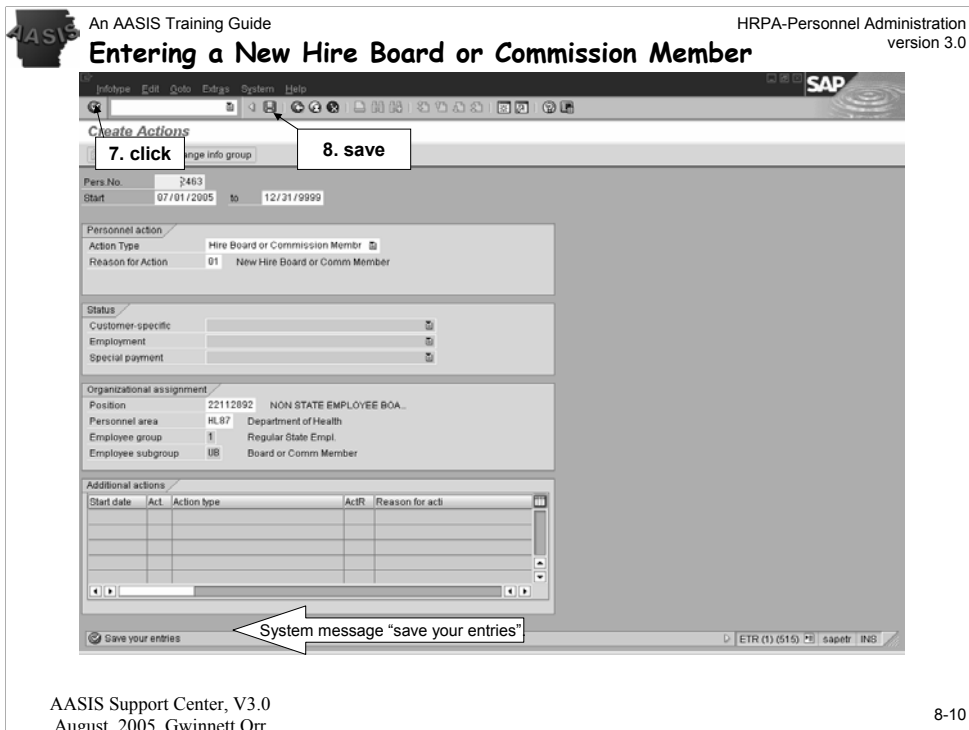
6. Enter Non-State board or commission member position number

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Actions (Infotype 0000) - Employee actions are stored in this infotype. You must complete this screen and save your entries.

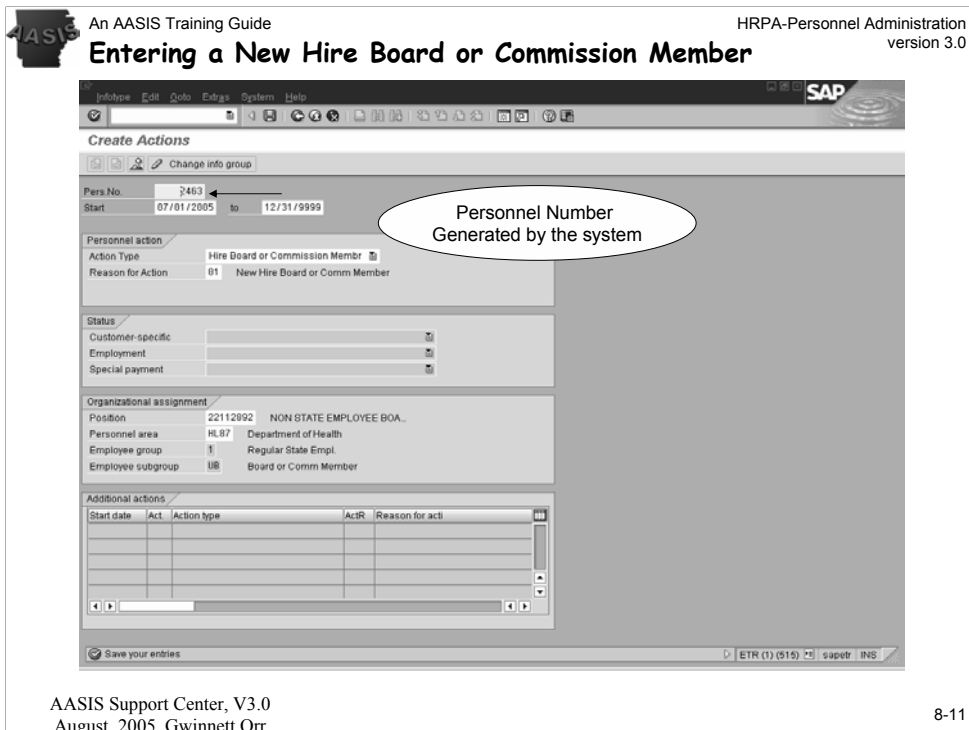
The reason code “Board or commission member” must be entered in the “Reason for Action” field. Click on the drop-down list to select the reason. Position field - enter a **Non-State board or commission member board or commission position number**. The system will default data in the Personnel area, employee group. The board or commission member subgroup will always be ‘UB’ Board or Commission member.



Actions (Infotype 0000) continued - Employee personnel actions are stored in this infotype for a historical record. You must complete this screen and save your entries.

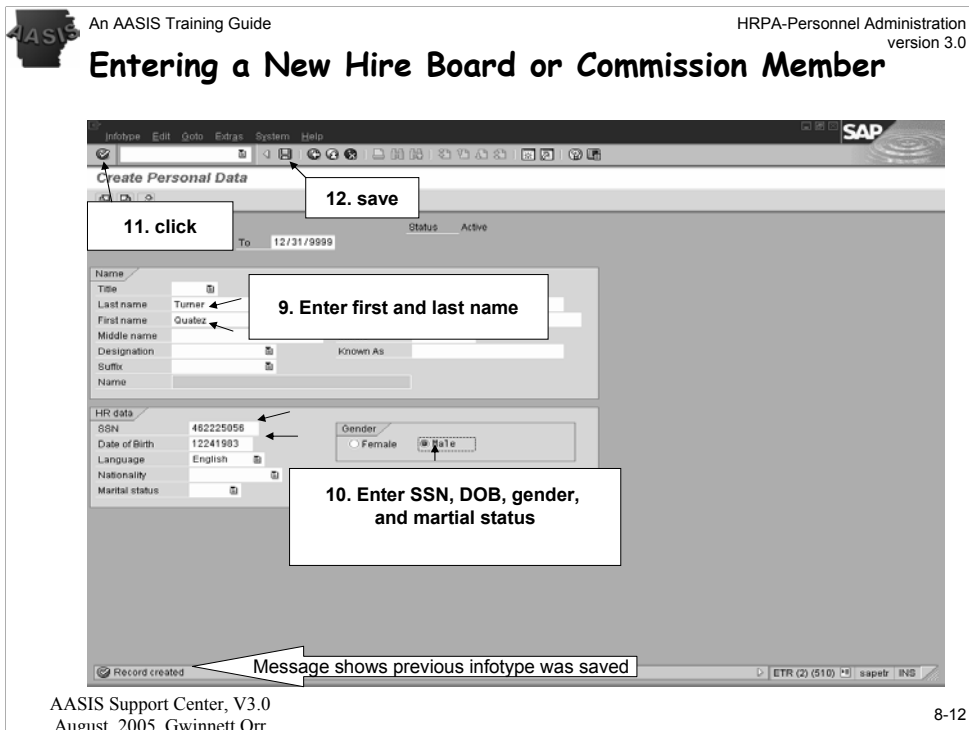
After clicking the enter button, the message 'Default values are used by the Position' will appear. This means that the position has data attached to it that will default into the appropriate fields (personnel area, employee group, employee subgroup, etc.). Click continue to proceed to the next step.

If you receive the message "position is currently occupied", you will need to enter a different position number or contact your OPM Class & Comp analyst.



If you have completed at least the Actions infotype of the Hire Action and then exit out of PA40, or if your system locks up, or a power failure is experienced; re-execute your Action. To re-execute your Action refer to **Troubleshooting Note # 7** located in Chapter 3.

If you exit the action before completing the Actions infotype (0000), then you need to simply start the Hire Board or Commission Member action again.



Personal Data (Infotype 0002) - This infotype is used to enter the board or commission member personal information. You must complete this screen and save your entries.

The first and last name of the board or commission member must be entered. Enter the name, capitalizing only the first letter of the first name and the first letter of the last name (example: Tonya Smith).

The social security number is entered without using hyphens (example: 123456789). Note: If you receive a message “social security number already assigned to another board or commission member” refer to **Troubleshooting Note #3**.

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Entering a New Hire Board or Commission Member

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Infotype Edit Goto Extras System Help SAP

Create Organizational Assignment

Org Structure

Personnel No. 2463 SSN 462225055

Start 01/01/2005 12/31/9999

Enterprise structure

CoCode	ARK	State of Arkansas	Leg person	
Pers. area	HL87	Department of Health	Subarea	NEL4
Cost Ctr	627918	ITS BAA0100	Bus. Area	B645

Personnel structure

EE group	1	Regular State Empl.	Payr. area	11	Arkansas Bi-Weekly
EE subgroup	UR	Board or Comm Member	Contract		

Organizational plan

Percentage	100.00	Assignment	
Position	22112892	5555	
Job key	22112881	5555	

Exempt E

Org. Unit 21690645 645 Department of Health

Additional fields

Benefits Administrator

Record created

ETR (1) (515) sapetr INS

Personnel area, payroll area, cost center subarea, & business area all default from the position number.

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Organizational Assignment (Infotype 0001) - You must complete this screen and save your entries.

The Personnel area is a 4 digit alphanumeric code which defaults from the position. The first 2 digits represent the agency and the next 2 digits represent the location. To change the Personnel area, contact OPM Class and Comp.

The Personnel subarea is a 4 digit alphanumeric code which also defaults from the position. **Board or Commission members do not have time entered and there is no leave accrued.** The Personnel subarea for a board or commission member should always be NEL4.



Entering a New Hire Board or Commission Member

Create Organizational Assignment

Personnel No. 2453

Start 07/01/2005 to 12/31/9999

SSN 462225056

Enterprise structure

CoCode	ARK	State of Arkansas	Leg person	
Pers. area	HL97	Department of Health	Subarea	NEL4 NOT,Ex,NoAG
Cost Ctr	627919	ITS BAA0100	Bus. Area	9645 DHHS - DIVISION OF HE...

Personnel structure

EE group	1	Regular State Empl.	Payr. area	11 Arkansas Bi-Weekly
EE subgroup	UB	Board or Comm Member	Contract	0-19 HRS PER WK

Organizational plan

Percentage	100.00	<input checked="" type="checkbox"/> Assignment
Position	22112892	5555 NON STATE EMPLOY..
Job key	22112881	5555 NON STATE EMPLOY..
Exempt	E	
Org. Unit	21690645	645 Department of Health

Additional fields

Benefits Administrator	<input checked="" type="checkbox"/>
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Record created

ETR (1) (515) sapetr INS

13. Select work contract option "0-19 HRS Per WK"

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The work contract field for a **Non-State board or commission member Board or Commission Member** will always be the following:

•0-19 Hours = This board or commission member is not eligible for any benefits.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Organizational Assignment' screen. Annotations include:

- 15. click**: Points to the 'Save' button in the top toolbar.
- 16. save**: Points to the 'Save' button in the top toolbar.
- 14. Enter Personnel, Time, Payroll and Benefits Administrators.**: Points to the 'Administrator' field, which is currently empty. Below it, a list of administrators is visible, including: 100 G, 101 M, 102 S, 103 J, 104 V, 105 B, 106 C, 107 I, 108 J, 109 W, 110 L, 111 M, 112 S.

The screen displays various fields for organizational assignment, including:

- Personnel**: SSN (462225056), Start (07/01/2005), End (12/31/9999).
- Enterprise structure**: CoCode (ARK), State of Arkansas, Leg. person (), Pers. area (HL87), Department of Health, Subarea (NEL4), NOT.Ex.NaAQ, Cost Ctr (627018), ITS BAA0100, Bus. Area (8645), DHHS - DIVISION OF HE...
- Personnel structure**: EE group (1), Regular State Empl., EE subgroup (UB), Board or Comm Member, Payr. area (11), Arkansas Bi-Week, Contract (0-19 HRS PER WK).
- Organizational plan**: Percentage (100.00), Position (22112892), 5555, NON STATE EMPLOY..., Job key (22112881), 5555, NON STATE EMPLOY..., Exempt (E), Org. Unit (21690645), 645, Department of Health.
- Assignment**: PersAdmin (), Time (), PayAdmin ().
- Additional fields**: Benefits Administrator ().

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The Personnel, Time, Payroll and Benefits Administrators are required field. You must complete this screen and save your entries.

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Entering a New Hire Board or Commission Member

18. save

**17. Enter board or commission member's permanent home address
You must save your entries!**

Personnel No. 2463 Name
EE group 1 Regular State Em. Personnel ar HL87 Department of Health
EE subgroup UB Board or Comm SSN 462-22-5056
Start 07/01/2005 to 12/31/9999

Address
Address type Permanent residence
City Little Rock
State/Zip Code AR 72216
Country Key USA
Telephone number

Communications
Type Number Ext
Type Number Ext
Type Number Ext
Type Number Ext

Additional fields
Address Release Flag

Record created ETR (1) (515) sapetr INS

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Addresses (Infotype 0006) Subtype Permanent Address - This infotype stores permanent home address information. **According to Act 1887, any person hired or appointed to a state government position shall be required to receive their pay by direct deposit.** The exception to this, is the person who receives exemption from the Chief Fiscal Officer of the State. In this case, the board or commission member will receive their check at the address reflected on this infotype. You must complete this screen and save your entries.

If the board or commission member desires their check to be sent to a P. O. Box, enter that information on Address Line 1. Do not use Address line 2 as it will override the information on Address line 1 of the payroll warrant. Currently, there are 40 character spaces for Address Line 1. Enter 4 digits after the zip code, key without using a hyphen. (722012525).



Entering a New Hire Board or Commission Member

Infotype Edit Undo Extras System Help

Create Residence Tax Area

Personnel No. 2463 Name quatez
EE group 1 Regular State Em. Personnel ar HL07 Department of Health
EE subgroup UB Board or Comm. SSN 462-22-5856
Start 07/01/2005 to 12/31/9999

Resident data
Tax area

19. Select tax area

Note:
Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

Tax.	Description	T.	Description	PostalCode
AR	State of Arkansas			71600-0000
AR01	Texarkana			71600-0000
FED	Federal			00000-0001

3 Entries Found

ETR (1) (515) sapetr INB

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Residence Tax Area (Infotype 0207) - This screen lists the board or commission member's state of residence for tax purposes. You must complete this screen and save your entries.

Select the appropriate tax area: Arkansas or Texarkana, AR. The Federal tax information will default.

If the board or commission member does not live in the State of Arkansas or in Texarkana, Arkansas, then the only selection would be Federal for this infotype.



Entering a New Hire Board or Commission Member

Create Work Tax Area

Personal Data

Personnel number	HL07	Department of Health
SSN	462-22-5056	
Start date	07/01/2005	12/31/9999

Work tax data

Tax Area	AR	State of Arkansas
Allocation	100.00	%

Tax Authorities in Area

Tax	Description	T	Description
AR	Arkansas	B	State

Save your entries

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Work Tax Area (Infotype 0208) - This infotype records the tax authorities. You must complete this screen and save your entries.

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The screenshot shows the SAP 'Create Unemployment State' screen. A callout box labeled '22. click' points to the 'Save' button in the top toolbar. Another callout box labeled '23. save' points to the 'Save' button in the top toolbar. A thought bubble contains the text: 'Your agency does not have to enter worksite information. However this infotype **MUST** be saved.' The screen displays fields for 'Personnel ID', 'Name', 'SSN', 'Start', and 'End'. The 'Unemployment data' section shows 'Tax authority' as 'AR' (Arkansas) and 'Worksite' as an empty field. The status bar at the bottom indicates 'Record created' and 'ETR (1) (515) sapetr INS'.

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Unemployment State (Infotype 0209) - This screen enables you to records unemployment data for the tax authority. You must complete this screen and save your entries.



Entering a New Hire Board or Commission Member

The screenshot shows the SAP 'Create Withholding Info W4/W5 US' screen. Annotations include:

- 25. click**: Points to the 'Filing Status' dropdown menu.
- 26. save**: Points to the 'Save' button in the top right corner.
- 24. Select the filing status. Enter allowances.**: A box containing this text with arrows pointing to the 'Filing Status' dropdown and the 'Exemption amount' field.


The screen displays various fields for personal information, tax authority (AR), filing status, exemptions, and withholding adjustments. A table of filing status options is visible on the right.

F	Long Text	Start date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
03	Married claiming self plus dependents or	01/01/1980	12/31/9999
06	Head of household or family	01/01/1980	12/31/9999
10	Married joint claiming all	01/01/1980	12/31/9999
13	Married joint claiming none	01/01/1980	12/31/9999
14	Married, living with spouse	01/01/1980	12/31/9999

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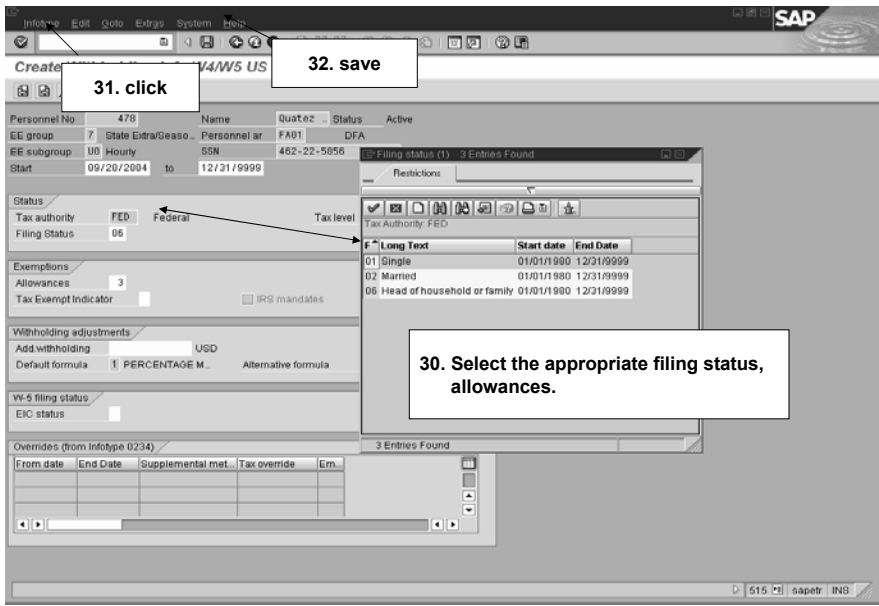
Withholding Info W4/W5 US (Infotype 0210) - This infotype stores the information presented by the board or commission member on the W4/W5. You must complete this screen and save your entries. This information is used by payroll to calculate withholding tax. The screen will appear twice. Enter State withholding information, then enter Federal withholding information.



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Entering a New Hire Board or Commission Member



31. click

32. save

30. Select the appropriate filing status, allowances.

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Federal Tax authority will appear next. You must complete and save your entries.



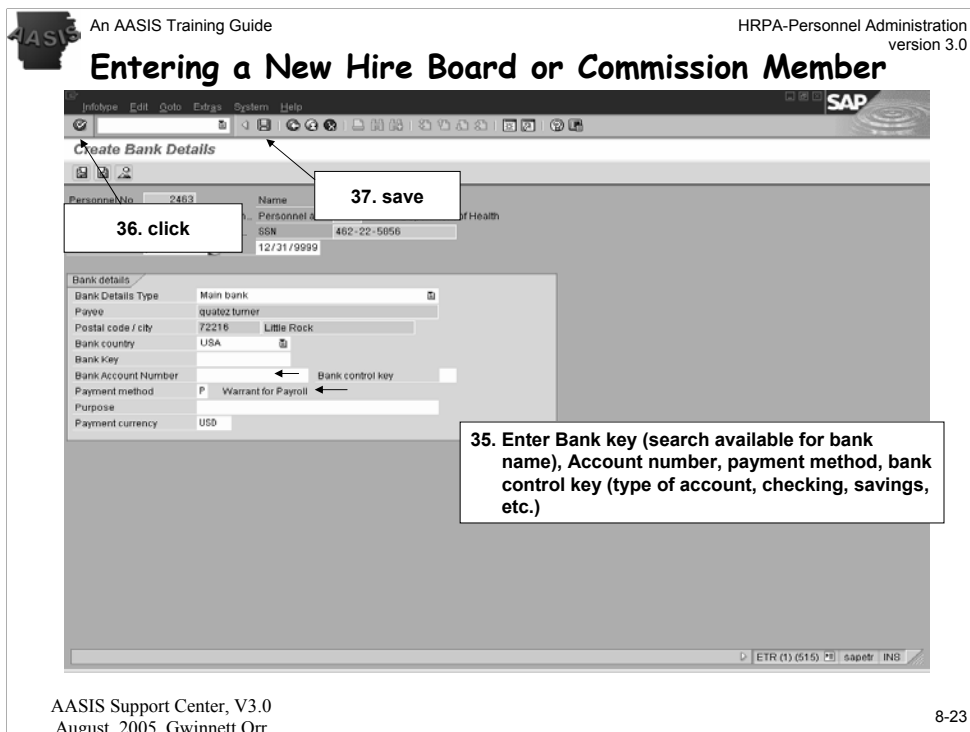
Entering a New Hire Board or Commission Member

33. click

34. save

Note:
The time management status defaults to 0 - No time evaluation.

Planned Working Time (Infotype 0007) – The time management status field must always reflect '0 – No time evaluation' for the board or commission member. **DO NOT CHANGE THIS SCREEN.** You must save this screen.



Bank Details (Infotype 0009) - You must complete this screen and save your entries. The board or commission member is being paid by direct deposit, the following fields need to be entered: Bank key, Bank account number (cannot exceed 13 digits), Bank control key (the appropriate account either 01-Checking or 02-Saving must be reflected) and Payment method (Choose 'D'- Direct deposit. Verification of the accuracy of the bank details infotype is a MUST, in order for the board or commission member's pay to be transferred to the correct account.



Entering a New Hire Board or Commission Member

Infotype Edit Undo Erase System Help

Create Board & Commission Member Tracking

Personnel No. 2453 Name quatez
EE group 1 Regular State Em. Personnel ar HL07 Department of Health
EE subgroup UB Board or Comm. SSN 462-22-5056
Term Range 07/01/2005 12/31/9999

Board Commission Member Tracking

Assignments 9554 - State Board or Comm.
Position 22112895
Stipend 10.00
Member Status Non-State Employee

38. Enter start date

39. Enter which board or commission from the drop down

40. Enter position number

41. Enter amount to be paid to the board or commission member

42. Select Non-state board or commission member from the drop down.

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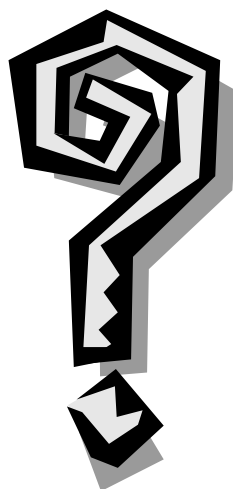
Infotype 9554 Board & Commission Member

Tracking will be the last infotype to appear in the action. To complete this infotype follow the steps below:

1. In the “term range” field, enter the Board or Commission member’s term start and end date.
2. In the ‘Assignments’ field, select Board or Commission.
3. In the ‘position’ field, enter the Non-state employee Board or Commission Member position number.
4. In the ‘Stipend’ field, enter the amount to be paid to the board or commission member.



Questions and Answers





Maintain – Board or Commission Member

Infotype 9554 – Board & Commission Member Tracking is used only for Board or Commission member tracking for current state employees who are also on a board or commission. This infotype is available in transaction PA20 or PA30 under the additional data tab.



Exercise Scenario #2

- Your agency has added a new board member to the Burial Association Board. They are currently employed with the State of Arkansas. It is your role to maintain this member in AASIS.



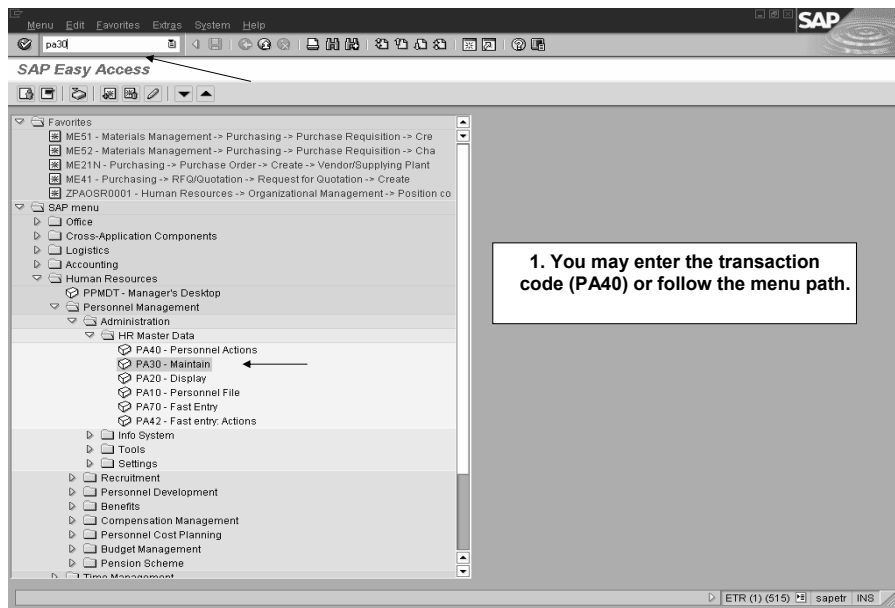


Demonstration

Personnel Actions - Maintain

Human Resources > Personnel Management >
Administration > HR Master Data > Maintain (PA30)







Entering a New Hire Board or Commission Member

The screenshot shows the SAP HR master data entry interface. At the top, there's a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. It contains a form with fields for 'Personnel no.' (R70), 'Name' (JOHN SMITH), 'EE group' (7), 'State ExtraSea.' (Pers area), 'HL07' (Department of Health), 'EE subgroup' (U0), 'Hourly', 'Cost Center' (627017), and 'OPN' (BAA0100). Below this, there are tabs for 'Personal Data', 'Addtl. Employee Data', 'Employment Issues', and 'Career Manage...'. The 'Addtl. Employee Data' tab is selected, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Board & Commission Member Tracking' infotype is highlighted in the list. A 'Direct selection' section at the bottom shows 'Board & Commission Member...' and 'STy'. Four numbered callouts are present: 1. Click create icon (pointing to a plus icon), 2. Enter personnel number (pointing to the 'Personnel no.' field), 3. Select Board & Commission Tracking (pointing to the 'Board & Commission Member Tracking' infotype), and 4. Click create icon (pointing to a plus icon).

4. Click create icon

2. Enter personnel number

3. Select Board & Commission Tracking

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Maintain HR Master Data: Infotype Board & Commission Member Tracking is located under the Addtl. Employee Data tab.

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9. Click

10. Save

5. Enter term range of the board or commission member

6. Enter board or commission

7. Enter position number

8. Select State board or commission member from the drop down

NOTE: You will receive an error message if you try to pay a State board or commission member a stipend. Leave the stipend blank.

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Infotype 9554 Board & Commission Member Tracking

To complete this infotype follow the steps below:

1. In the “term range” field, enter the Board or Commission member’s term start and end date.
2. In the ‘Assignments’ field, select the Board or Commission.
3. In the ‘position’ field, enter the Regular state employee board or commission member position number.
4. When the Board or Commission Member is a state board or commission member, the stipend amount is “blank”.



Questions and Answers

